

Position Title: FOIA Specialist

Company: Lujo, LLC

Location: Washington D.C. Metropolitan Area

Hours: Standard Business Hours

Job Description: Lujo, LLC, a leader in providing document management and legal support services, is seeking an experienced FOIA Specialist to join our dynamic team. The FOIA Specialist will support the Executive Office of the President (EOP) and its components by reviewing and preparing documents, applying redactions, and assisting with rolling productions in litigation. **Please note that this position is contingent on the award of the contract.**

Key Responsibilities:

- **Review and prepare** documents for FOIA requests, ensuring compliance with FOIA and Privacy Act (PA) regulations.
- **Apply redactions** to sensitive information and identify appropriate exemptions.
- **Handle consultations** and assist with rolling productions in litigation.
- **Process backlogged FOIA requests** at EOP components.
- **Scan and manage** FOIA support documents in the FOIA database.
- **Draft responses** to FOIA/PA requests and coordinate disclosures.
- **Analyze submitter objections** and process submitter notices.
- **Maintain detailed case notes** and support litigation efforts with Vaughn indices and declarations.

Qualifications:

- **Minimum:** Bachelor's Degree or equivalent industry experience; U.S. Citizenship; 1+ years of FOIA processing experience or a Juris Doctor degree; Proficiency in Microsoft Office Suite and Adobe Acrobat.
- **Preferred:** Prior FOIA experience at a federal agency; Familiarity with e-Discovery tools.

Benefits:

- Full health insurance, retirement plans, and opportunities for professional development.

To Apply: Submit your resume and cover letter to tucker.lucas@lujollc.com. For more information, visit our website at lujollc.com.